

**CITY OF SUNNYVALE
PARKS AND RECREATION COMMISSION
SEPTEMBER 24, 2003
MINUTES**



COMMISSION MEETING

The Parks and Recreation Commission met in regular session in the Council Chambers, City Hall, 456 West Olive Avenue, Sunnyvale, California on September 24, 2003, at 7 p.m., with Chair Arnett presiding.

CALL TO ORDER

Chair Arnett called the meeting to order at 7:00 p.m.

SALUTE TO THE FLAG

Chair Arnett led the salute to the flag.

ROLL CALL

Commissioners Present:	Chair Jeff Arnett Vice Chair Raymond Pole Helen DeWolf Robert Lawson (arrived at 7:05 p.m.) Joe Manfrey
Staff Present:	Robert Walker, Director of Parks and Recreation Cathy Merrill, Assistant to the Director Jenny Shain, Manager, Special Projects Karen Smith, Administrative Secretary

APPROVAL OF MINUTES

Commissioner Manfrey moved, Commissioner DeWolf seconded, to approve the September 10, 2003, Parks and Recreation Commission meeting minutes.

Chair Arnett requested that page 6 of the minutes be corrected to read:

“Commissioners Lawson and Dewolf accepted the friendly amendment.”

Commissioner Manfrey restated the motion to approve the September 10, 2003, Parks and Recreation Commission meeting minutes with the corrections as noted. Commissioner DeWolf seconded.
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Motion carried unanimously

PUBLIC APPEARANCES

Chair Arnett opened the meeting for Public Appearances. There were none and the Public Appearances were closed.

GENERAL BUSINESS

1. Draft RTC – Proposed Revisions to Council Co-Sponsorship Policy— “Study Issue” (Council Action October 21, 2003)

Director Walker clarified that facility use fees are a completely separate issue from the Proposed Revisions to the Co-Sponsorship Policy. As discussed in detail on September 10 at the Joint Study Session with the Arts Commission, the revisions are proposed to provide a more logical, efficient and simpler process for the City to work with groups that provide a specific service to the Sunnyvale community. The Co-Sponsorship policy revision addresses four main issues:

- Confusion over the tiers of Co-Sponsorship has increased as groups’ needs evolved through the years.
- Distorted relationship between the City and the organizations.
- Disparities between groups.
- Inefficient and complicated process – the annual application process often involved newly elected group presidents unfamiliar with the procedures and created extensive paperwork for both staff and the group.

The existing eight-page Co-Sponsorship Policy would be replaced by the proposed two-page policy, “Partnerships with Outside Groups.” For those groups with additional needs, the City would enter into a Special Agreement that would identify specific duties or expectations of the Group and the City. Director Walker said that he has discussed the Proposed Revisions to the Co-Sponsorship Policy with all co-sponsored clubs under the auspices of the Parks and Recreation Department (with the exception of the Stamp Club).

The Commission discussed the matter at length, asking many questions of staff including clarification, review and approval of Special Agreements, the use of the term “partnerships” and if there might be a better word to use, Outside Groups Funding Policy 5.1.4, the proposed Partnerships with Outside Groups Policy, in-kind services, fiscal impact, level of services, and staff contact for partnership groups.

Director Walker said staff would take alternatives to the term “partnerships” under consideration.

Commissioner Manfrey suggested rewording of Attachment D “Proposed Council Policy,” Section D.1.: “Whether ~~or not~~ staff supports the provision of the requested support.” Director Walker said staff would take under advisement.

As requested by Chair Arnett, staff provided the Commissioners with a copy of eligibility standards (Attachment I) to the Outside Groups Funding Policy 5.1.4. Director Walker clarified that Attachment I does not apply to the Proposed Partnerships with Outside Groups Policy.

Chair Arnett opened the Public Hearing.

Ms. Donna Philpott, President, Unique Boutique (co-sponsored club), spoke in favor of staff’s recommendation, suggesting the club would find it easier in the future to maintain its relationship with the City under staff’s proposed revisions.

Chair Arnett thanked Ms. Philpott for her comments and closed the Public Hearing.

Commissioner Lawson moved, Commissioner Manfrey seconded, to recommend that Council accept staff’s recommendations:

Alternative 1: Approve a Council Policy for Partnerships with Outside Groups as depicted by Attachment D.

Alternative 2: Eliminate Council’s existing Co-Sponsorship Policy as of July 1, 2004. Continue existing relationships with groups “Co-Sponsored” under Council’s existing policy through the remainder of FY 2003/2004. Encourage each group currently “Co-Sponsored” with the City to work with staff to determine via Council’s Partnerships with Outside Groups Policy how best to pursue the City support and relationship it desires.

In addition, it was recommended that Council consider future revisions to the City’s Outside Groups Funding Policy 5.1.4 in order to make it easier for groups to understand and apply for funding.

Commissioner Lawson said the term “partnerships” does not mean legal partnerships with outside groups so, in that sense, he feels the term “partnerships” is acceptable. He said the word “partnerships” does have the advantage of indicating that it is a new policy. Commissioner Manfrey said the word “partnerships” could be replaced with “agreements.” Commissioner Lawson said the Commission was not asked to review Outside Groups Funding Policy 5.1.4, but it is a complicated policy and should be examined. Commissioners agreed that a simpler, more consistent policy for outside groups was necessary.

Motion carried unanimously

2. Consideration of Study Issues for 2004

Ms. Merrill briefly summarized the Study Issue Process and stated staff will provide the Commission a list of study issues for ranking on October 8 before going to Council for final ranking in December. She said one deferred item from last year—"Exploration of Youth Rates for Recreation Programs and Activities"—would come before the Commission on October 8. Ms. Merrill encouraged the Commissioners to propose study issues; any proposed study issues from the Commissioners would need to be received by the end of the week in order to prepare the paperwork to include in the next Commission packet.

Ms. Jenny Shain, Manager, Special Projects, gave an overview of the process, issues and progress relating to the "Update of the Recreation and Open Space Sub-Elements," which is a current Study Issue. She said, at this point, there are two separate documents, but it will be proposed that they merge which will make the direction stronger. She said Sub-Elements to the Sunnyvale General Plan are updated every 5 or 10 years and Council approved this study issue last year. It was deferred for one year due to budget reductions and now the timeline for this multi-year project has a projected starting date of January 2004 and a completion year of 2005. Ms. Shain identified a number of possible study issues or focus areas that may be undertaken in this endeavor. She said this study issue has the potential to address and include many issues that the Commissioners may want to consider as study issues. She encouraged the Commissioners to get their proposed study issues to staff and perhaps the proposed study issues could be included in this effort. Ms. Shain said she would be returning to the Commission with the proposed workplan for this study in January 2004.

Discussion followed and staff answered the Commissioners' questions satisfactorily.

Commissioner Lawson requested a list of study issue topics that have been generated over the past several years.

Chair Arnett proposed the consideration of changing existing City policy at Fair Oaks Skate Park to allow BMX (Bicycle Motor Cross) bikes to use the Skate Park at alternate times, separate from the skaters.

INFORMATION ONLY ITEMS

Staff Report

Ms. Merrill stated her staff report would stand as submitted. She re-emphasized that staff is reviewing the ranked "Suggestions for Training and Orientation" developed at the last meeting and will be returning to the Commission with a tentative schedule for these items. Ms. Merrill also called Commissioner's attention to the report regarding "Results of the Skate Park Forum."

Director Walker added that he wanted to bring to the Commissioners' attention two unplanned items; information will be sent to the Commission soon.

1. A Report to Council is underway noticing that Jan Young, Tennis Center licensee, is proposing to transfer his license to new licensee
2. An informational memo will be sent to the Commission regarding a request from C. J. Olson concerning a proposed shed for the storage of materials, supplies and equipment related to the maintenance of Orchard Heritage Park. There will be an opportunity for public input on Thursday, October 2, 2003, at 2 p.m. and 7 p.m.

Other Reports

None

Communications

Communications distributed at the meeting:

- Memo to Commission, from Robert Walker, dated 9/22/03, regarding Results of Skate Park Forum
- Flyer: Opportunity for Input, Orchard Heritage Park Storage Shed, 10/2/03, 2 p.m. or 7 p.m., Meet at Orchard Barn, Community Center, 550 E. Remington Drive.
- Dates of Scheduled Public Hearings regarding Co-Sponsorship Policy Revision.
- Brochure: An Evening of Cultural Arts

Commissioners' packets contained the following communications:

- RTC 03-328 Renew Orchard Maintenance Agreement, 755 S. Mathilda Avenue. Parks and Recreation Commission's recommendation has been added to this report. City Council will take action on September 23, 2003.
- Memo to Council & Commission, from Robert Walker, dated 9/15/03, titled CAPITAL PROJECT UPDATE: Lakewood and Ortega Parks
- News article: San Jose Mercury News, 9/11/03, Fremont High senior's artwork to decorate city's truck of fun
- Middle School Program Flyer: Program eXtreme, Sunnyvale Middle School, 9/29 – 11/6/03
- Middle School Program Flyer: KLAS, Kids Learning After-School, Columbia Middle School

NON-AGENDA ITEMS & COMMENTS

Commissioner Comments

Commissioner DeWolf stated she would be absent from the November 12, 2003, Commission meeting, as she will be out of the country.

Commissioner DeWolf said she wanted to bring to staff's attention the controversy and criticism about the senior lunch program needing a larger eating space due to an increased number of participants and increased noise level. She said the seniors would like to open up the area to make the lunchroom larger.

Commissioner Lawson said he would like it reflected in the minutes that Superintendent of Parks Curtis Black reported that last year the City spent \$4,653 (not \$500 as reported at the September 10, 2003, Commission meeting) for irrigation water at the Las Palmas Cherry Orchard. Commissioner Lawson said this information would not have changed his vote on the "Draft RTC – Renew Orchard Maintenance Agreement, 755 S. Mathilda Ave." which was presented at the September 10, 2003, Commission meeting. However, he said that costs are important and that future costs and related questions should be reflected in the minutes.

Chair Arnett thanked staff for their time and work on the proposed revisions to the Council Co-Sponsorship Policy.

Chair Arnett said there was an article in a San Jose coin club newsletter in which they stated that they had a picnic at Las Palmas Park and it was the best picnic ever!

Staff Comments

None

Commissioner Manfrey moved, Commissioner Pole seconded, to adjourn the meeting.

Motion carried unanimously

ADJOURNMENT – 8:37 p.m.

Respectfully submitted,

Reviewed by,

Karen Smith
Administrative Secretary
Parks and Recreation Department

Cathy Merrill
Assistant to Director
Parks and Recreation Department